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14 August 1950

MEMORANDUM FOR: Chief, Administrative Staff

SUBJECT: Statements of Functions

25X1 1. Reference is made to Paragraph 2D, page 1, CIA Regulation

2. It is requested that you submit recommended drafts of statements of functions of your office to include branch or similar organizational level to this office by 29 September 1950.

25X1 3. The format should follow as closely as possible that used in CIA Regulation .

/s/

Management Officer

25X1

TO: Chief, Fiscal Division ✓
Chief, Personnel Division
Chief, Services Division

For compliance with the above and return to this office by 15 September.

Chief, Administrative Staff

25X1

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